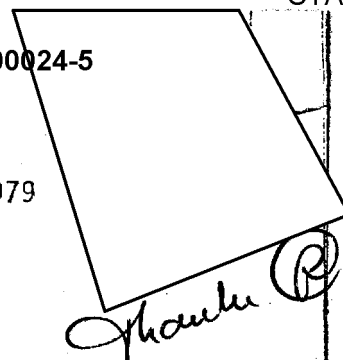


8 March 1979

MANAGEMENT NOTE NO. 93

Approval for Requests to Attend Conferences and Speak Before Groups

Reference NFAC Notice 50-2, Responsibilities of the Coordinator for Academic Relations and External Analytical Support:

Requests to attend professional meetings/conferences to speak before a group will no longer be forwarded to the Deputy Director for approval. Office Directors are responsible for such approvals. The Coordinator for Academic Relations will examine all approved requests for the purpose of any coordination necessary. Special cases will be brought to the attention of DD/NFAC.

Fitness Reports

The guidance given in Management Note No. 68 regarding preparation of fitness reports is no longer current because of reorganization. The DD/NFAC will serve as rating officer for all officers under his supervision which includes but is not limited to Office Directors, Group Chiefs, Staff Chiefs and Staff Officers. He will serve as reviewing officer on fitness reports as appropriate within the policy that the immediate supervisor rates and the next level supervisor reviews.



Chief, NFAC Administrative Staff

STAT

Attachments:

Samples of memos requesting approval to attend conferences and speak before groups.

S A M P L E

MEMORANDUM FOR: Coordinator for Academic Relations, NFAC

SUBJECT : Agency Personnel Attending Professional
Meetings/Conferences

The following is provided for your information:

Meeting/Conference:

Title:
Location:
Duration (Dates):
Cost:

Attendees:

Name:
Grade:
Position:
Identified as CIA:
Member:
Agency-sponsored:

/signed/

Office Director, NIO, Staff Chief

S A M P L E

MEMORANDUM FOR: Coordinator for Academic Relations, NFAC

SUBJECT : Request to Speak Before a Group, Participate
as a Member of a Panel, or Orally Present
a Paper at an Academic or Professional
Meeting, etc.

I request approval to appear/participate/orally present a paper/
speak before a group, etc. Information about the time, place,
sponsor, and other relevant facts about the appearance; identifica-
tion of the academic point of contact; an estimate of the total cost
(if any) to the Agency, etc.

PERSON MAKING REQUEST
Area

Attachment:
Text of Talk (if applicable)

I have reviewed this _____
and found it to be unclassified.
/signed/ Immediate Supervisor

S A M P L E

SUBJECT: Request to Speak Before a Group

APPROVE:

Office Director

Date

CONCUR:

Director of Security

Date

CONCUR:

Coordinator for Academic Relations

Date

S A M P L E

SUBJECT: Request to Speak Before a Group

(Show office identification)

Distribution:

Original - Addressee and return to originator

- 1 - D/OS
- 1 - NFAC/CAR
- 1 - Office Director
- 1 - A/DCI/PA